



RevCom Quick Tips Coordinator

Login	<ol style="list-style-type: none">1. Go to www.revcom.doe.gov2. Choose your RevCom installation and click on the correct link (Directives, Technical Standards, LANL, etc.)3. Click on the Coordinators/Delegates button.4. Enter your RevCom username and password (send e-mail to support@doxcelerate.com if you need a RevCom account).
Assign Reviewers and Delegates	<ol style="list-style-type: none">1. To add an SME or Delegate to your list of assignees, choose Accounts on the RevCom Menu and click on Create User.2. On the Document List screen, select the draft that you want to assign Reviewers(SMEs) and/or Delegates to.3. Choose Version on the RevCom Menu and click on Set Due Date to <i>review</i> or <i>change</i> the default due date for your SMEs, Delegates, and reporting organizations that submit comments to you.4. Choose Version on the RevCom Menu and click on Assign User.<ol style="list-style-type: none">a. Select the Group or individual SMEs and/or Delegates that you wish to assign to this document.b. Click on the Assign button.c. To send an e-mail message to your assignees, click on the Notify Users button. You may add text to the e-mail message before sending. (Scroll to the bottom of the notification page and Send)
Review the Draft and Make Your Comments	<ol style="list-style-type: none">1. In the Open for Comment section, click on the title of the document you want to review.2. Use the Section List on the left side of the screen to view a section and make comments. Next to the title for each section, you will see the number of major and minor comments that have been submitted to you from your SMEs and from other Coordinators. (Some installations use other terminology, i.e.: Essential and Recommended, etc.)3. To view the full document, click on the title of the document in the upper left portion of the screen.4. On the right side of the screen, click on an Add Comment button under the paragraph(s) or graphic for which you wish to add a comment.<ol style="list-style-type: none">a. Use the editing tools to make a comment or make changes to the text.b. Use the Copy Text button to load the text from the paragraph above and make editorial changes.c. Type in any additional commentsd. Classify your comment as Major or Minor. (Some installations use other terminology, i.e.: Essential and Recommended, etc.)e. Click on Save or Cancel when you're finished.5. Click on the Add Comment button for <i>each</i> comment – <i>don't put more than one comment in the comment entry box at a time</i>. Your Coordinator will review and the writer will respond to each of your comments individually.

8/5/2008


Technical Support: 505-663-1302 or support@doxcelerate.com

Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)

After hours, leave message.



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Review Comments Submitted to You	<ol style="list-style-type: none">1. Choose a section on the Section List where there is at least one comment (number of comments is indicated in brackets next to the section title).<ol style="list-style-type: none">a. Comments submitted by your SMEs and by your reporting organizations will be displayed in the body of the text.b. Click the check box to include the comment in your comments package, or click Edit to edit the comment.c. Comments <i>not</i> included by you will <i>not</i> be visible to the writer or to anyone outside of your organization.d. Comments recommended for inclusion by one or more of your Delegates will have a  and check mark next to them.2. Click on Save Inclusions at the bottom of the screen after you have finished reviewing comments in this section (you can always come back later and make changes).
Submit Your Comments Package	<ol style="list-style-type: none">1. Click on the Submit Comments button near the top left of the screen or choose Version and click Submit Package.2. On the Submit Package screen:<ol style="list-style-type: none">a. If applicable and/or required by your organization, enter the name of the Approving Official who approved the comments package.b. Click Your Comments to submit your comments and any comments you included; or,c. Click Recommended Comments to submit your comments and comments recommended for inclusion by your Delegate(s); or,d. Click All Comments to submit your comments and <i>all</i> comments that have been submitted to you; or,e. Click No Comments to <i>exclude</i> all comments submitted to you and submit a notice that your organization has no comments on the document.f. Click Notify to notify your up-line Coordinator or the Writer that you have submitted your comments package.
Get Reports	<ol style="list-style-type: none">1. Once you have selected the document to work on, choose the Reports menu on the RevCom Menu Bar.2. Click on Quick to select from a list of standard reports.<ol style="list-style-type: none">a. <u>My Organization Comments</u> - Includes comments posted by you, your Delegates, and SMEs from your organization. (comments not included in your comment package will appear on this report) Responses to comments that were included in the comments package will be listed once they have been posted by the Writer.b. <u>All Comments</u> - All comments submitted in the final comments package by all organizations assigned to review this document. Responses to comments will be included once they have been posted by the Writer. (This report will display, to your org only, comments posted but not included in your comments package)3. Click on Custom to build your own report.

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